



California Energy Commission

Defining the Pathway to the California Smart Grid of 2020

California Energy Commission

Request for Proposals

RFP #500-08-502

Pre-Bid Conference

Date: March 17, 2009



Proposal Requirements

- REQUIRED FORMAT FOR PROPOSAL RESPONSE
- Consists of Two Volumes
- VOLUME 1 – Administrative Information
- VOLUME 2 – Technical and Cost Information



Volume 1, Administrative Information

Every Proposer must complete the following forms in Volume 1.

- Cover Letter
- Application and Project Information Form
- Signed Certification Clauses
- Signed Darfur Contracting Act of 2008
- Completed DVBE forms



Volume 1, Administrative Information

- Small Business Preference Certification (if applicable) (Or Non-Small Business Preference)
- Target Area Contract Preference Act Forms (if applicable)
- Enterprise Zone Act Forms (if applicable)
- Local Agency Military Base Recovery Act Forms (if applicable)
- California-Based Entity Questionnaire



Volume 2 – Technical and Cost Information

Every Proposer must complete and include the following in Volume 2.

- Table of Contents
- Executive Summary
- Project Description
- Project Manager and Project Team
- Project Funding and Match Funding
- Royalty Payment Exemption



Volume 2 – Technical and Cost Information

- Project Scope of Work
- Schedule of Deliverables & Due Dates
- Detailed Budgets
- List of Contacts
- Customer References
- Appendices



Small/Non-Small Business Preference

- Small Business Preference – Certified Small Businesses or microbusinesses can claim the five percent preference when submitting a proposal.
- Non-Small Business Preference – Bidder commits to small or micro business subcontractor participation of 25% of net bid price.



Disabled Veteran Business Enterprise (DVBE) Requirements

TWO options for Proposers:

Option A, full DVBE participation (3% of total Agreement amount)

Option B, Good Faith Effort - partial DVBE participation or no DVBE participation



DVBE (cont'd)

Option A – Commitment

Proposer commits to meet or exceed the DVBE participation requirements by either of the following methods:

Method A1 – Proposer is a Certified DVBE

Method A2 – Subcontractor is a certified DVBE and will receive at least 3% of the Agreement amount



DVBE (cont'd)

Option B, Good Faith Effort (no DVBE participation)

Perform and document the following steps 1-5:

Step 1 – Contact the Energy Commission's Contracts Office for DVBE information (Stan Blois at 916/654-5186, or sblois@energy.state.ca.us)

Step 2 – Contact other State and Federal Agencies, and Local Organizations



DVBE (cont'd)

Step 3 –Advertise at least 14 calendar days prior to proposal due date in both a trade paper and a DVBE focus paper. If the paper is dual purpose and fulfills both requirements, only one ad is required. When submitting a proposal:

- Proposer must provide the publication name, contact name and phone number, and date ad was placed
- Proposer must submit ad copies



DVBE (cont'd)

Step 4 - Invitations to Participate

- Invite (solicit) DVBEs who provide relevant services to the Agreement
- Document completed contacts and submit copies of each invitation and copies of confirmation of fax transmittal or delivery
- Proposals are considered non-responsive if copies of invitations are not submitted with the proposal



DVBE (cont'd)

Step 5 – Consider all DVBEs who respond to an invitation based on the Agreement needs, document DVBE firm(s) selected and document reasons for any firm(s) not selected.



DVBE (cont'd)

A copy of an Agreement between the Contractor and the DVBE must be submitted prior to contract award. The Agreement may be in draft form but must show that the DVBE meets the Commercially Useful Function requirements as defined in the RFP.



DVBE Incentive Program

- **Incentive:** The DVBE Incentive Program gives a contractor an opportunity to improve their bid status based on the efforts attained from the DVBE Participation Program.
- **Award Based on High Score:** The incentive computation is only applied during the RFP evaluation process and only to responsible bidders. The incentive amount for awards based on high score are as follows:
 - Participation of 3% - 4.99% = 1%
 - Participation of 5% or more = 2%



California-Based Entity (CBE) Preference Points Questionnaire

- Applicants meeting the criteria of a California-Based Entity (CBE) may have preference points added to their final technical score, subject to certain restrictions. Please see Attachment 7 for more information.
- Eligible applicants must request and demonstrate eligibility by filling out and submitting as part of the proposal package the questionnaire contained in Attachment 8. Eligible applicants who do NOT submit the Attachment 8 questionnaire shall NOT be eligible for the CBE Preference Points.



Tentative Key Activities and Dates

ACTIVITY	ACTION DATE
RFP Release	February 27, 2009
Pre-Bid Conference	March 17, 2009
Deadline for Submittal of Questions	March 24, 2009
Distribute Questions/Answers and Addenda (if any) to RFP	April 1, 2009
Due Date for Notice of Intent to Bid	April 6, 2009
Publishing deadline for DVBE Advertising	April 15, 2009
Deadline to Submit Proposals, no later than 3 PM	April 30, 2009
Interviews with Bidders (if necessary)	May 18-19, 2009
Posting of Notice of Proposed Awards	June 1, 2009
Energy Commission Business Meeting	July 29, 2009
Agreement Start Date	August 17, 2009
Latest Project Completion Date	March 2010
Latest Agreement Termination Date	March 2011



Questions and Answers

Question and Answer Session